



**TOWN OF DAVIE
BUSINESS TAX RECEIPT DIVISION**

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399
PHONE: 954.797.1112 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

**BUSINESS TAX RECEIPT
HOME CHECKLIST**

The following information is needed in order for your application to be submitted for review.

- A. Completed application signed, dated, and legible.
- B. In a letter describe type of business in detail.
- C. Copy Fictitious Name Registration/ Corporate Articles and FEIN number
- D. Additional Documents (if applicable):
 - *Copy of State or County License (contractors/ Professional)
 - *Copy of Liability Insurance/ Workman's Compensation with Town of Davie as certificate holder
- E. Proof of Residency.
 - *Drivers license
 - *Current utility bill (within 2 months)
- F. Home Affidavit page needs notarized.
 - *We can notarize your signature with photo ID, wait to sign form in front of notary

Checks are made out to the Town of Davie.

Note: All paperwork must be legible.

During the review of this application, we may request further information to approve your Business Tax Receipt. This will be done in a timely manner. Any additional questions call 954-797-1112.



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HOME BUSINESS TAX RECEIPT APPLICATION

APPLICANTS: COMPLETE BOTH SIDE OF APPLICATION

BUSINESS NAME: _____

CORPORATION NAME: _____

BUSINESS ADDRESS: _____ ZIP: _____

BUSINESS MAILING: _____ ZIP: _____

BUSINESS PHONE: _____ CELL: _____

DESCRIBE TYPE OF BUSINESS: _____

BUSINESS IS: CORPORATION _____ SOLE PROPRIETOR _____ PARTNERSHIP _____ LLC _____

OWNER/OFFICER (S)	HOME ADDRESS	CITY/ZIP	PHONE
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1. _____

2. _____

FEDERAL ID NUMBER _____ OR SOCIAL SECURITY _____

I understand this is an application for a Business Tax Receipt in the Town of Davie. Until I have received the Business Tax Receipt, I will not conduct any business at this location. The Business Tax, upon receipt, is valid until September 30, ____ and must be renewed before each October 1st.

Initial

This application for Business Tax Receipt allows mail and telephone use only, no signs or exterior storage, no on-site employees are permitted.

Print owner or officer's name and title

Signature of owner or officer

OFFICE USE ONLY:

Date _____ Category _____ Fee _____ Exempt _____ per Sec 13-3

New _____ Transfer _____ Name _____ Address _____ Owner _____ Transferred from _____

Tax Number _____ Control Number _____ Location ID Number _____

Folio _____ Zoning _____

Council Approval Required _____ Yes _____ No _____ Zoning Approval _____ Date _____

Town Council Date _____ Approved _____ Denied _____ Tabled _____

HOME BUSINESS TAX RECEIPT APPLICATION

SECTION 12-34 (N)-DEFINITION

Home Business Tax Receipt shall mean any use conducted entirely within a dwelling and carried on by persons residing in the dwelling unit, which is clearly incidental and secondary to the use of the dwelling for residential purposes and does not change the character thereof and in connection with which there is no display or stock in trade. The Home Business Tax Receipt shall involve phone and mail use only and shall not involve the use of any accessory building or yard space or activity outside of the main building not normally associated with residential use.

SECTION 13-23-LOCATION OF BUSINESS TAX RECEIPT; ZONING REGULATION

(a) Each application for the Business Tax Receipt shall definitely state and set out the exact location which business shall be operated. Before issuance of a Business Tax Receipt, verification of applicable zoning will be made. If the applicable zoning regulations do not permit the practice of such business, occupation or profession, the Business Tax Receipt will be denied. All Business Tax Receipt granted by council action by special exception, variance or by vested rights for nonconforming use, shall be so stated on the face of the license.

(b) Notwithstanding any provision to the contrary herein contained, certain businesses, professions or occupations may be conducted with in a residentially zoned area (not to include R-1 or A-1, which require council approval) on a restricted basis for which a restricted Business Tax Receipt may be issued by the town. The owner of such business will secure a restricted Business Tax Receipt from the town subject to the provisions and limitations contained herein.

(c) Any person engaged in a personal profession or occupation which requires the use of his own personal residence may apply for a restricted Business Tax Receipt. Such application may list his home address as the place of business for the purpose of complying with the following conditions.

(1) No sign of any type may be posted or displayed on the premises which might serve to indicate that the premises are being used as a restricted home business use, except as required in accordance with all governmental bodies, no vehicles with any signs painted on them, which might serve to indicate that the premises are being used for restricted Business Tax Receipt use, shall be parked within the view of public right-of-way.

(2) The applicant shall not use the premises or any improvements thereon for the creation, storage, distribution, repair or sale of any of any merchandise or goods which would be visible from any location off the premises.

(3) No noise, odors, smoke or nuisance of any type shall arise from the conduct of the business her e in permitted or authorized.

(4) The applicant shall not cause or permit in connection with the business authorized herein any traffic that shall interfere or disrupt the flow for street use in the neighborhood.

(5) Any restricted Business Tax Receipt issued pursuant hereto may be revoked by the town council at any time upon notice and hearing for violation of any provisions herein contained or for the violation of any ordinance of the town or law of the state pertaining to regulation or tax such business or for any other any ordinance of the town or law of the state pertaining to regulation or tax such business or for any other good and sufficient reason; provided, however, that this provision shall not effect the power of the court to revoke certain tax receipt where such revocation specifically provided for by ordinance. (Code 1964 8-6)

I understand the description of Home Business Tax Receipt as stated in Section 13-23, regarding Home Business Tax Receipt and the definition (12-34 N)

Applicant Signature

Date



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HOME BUSINESS TAX RECEIPT AFFIDAVIT

I understand that this is an application for a home business tax receipt in the Town of Davie and I may not conduct any business at this location until I have received the tax receipt document. I further understand that this business tax receipt upon issuance, is valid until September 30, _____, and must be renewed before October 1st.

I understand that as long as I conduct business in the Town of Davie I must keep an active business tax receipt.

This application for home business tax receipt allows mail and telephone use only, no signs or storage, or on-site employees or clients are permitted.

All contractors must provide a copy of a lease at an alternate site for storage of equipment.

I _____ certify that, to the best of my knowledge, all of my statements are true, correct, complete and made in good faith.

Print Owner or Officer's Name and Title _____

Signature of owner or officer: _____ **Date:** _____

The foregoing was acknowledged before me this _____ day of _____ 20__
By, _____ Who is personally known to me or who has produced

_____, as identification and whom did/did not take an oath

NOTARY PUBLIC _____

COMMISSION EXPIRES: _____

A FALSE STATEMENT ON ANY PART OF BUSINESS TAX RECEIPT MAYBE GROUND FOR REVOKING SAID DOCUMENT OR SUSPENDING THE RECEIPT AFTER IT HAS BEEN ISSUED.

_____ Residency verified